



**DRAFT MINUTES**  
**Approval Pending**

# MINUTES

## Service Committee of the Legislative Council

July 18, 2013, First Meeting of the 2013-2014 Biennium

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### MEMBERS PRESENT:

Senator Michael E. Gronstal,  
Vice Chairperson  
Senator Bill Dix  
Senator Pam Jochum

Speaker Kraig Paulsen,  
Chairperson  
Representative Linda L. Upmeyer

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## MEETING IN BRIEF

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Glen Dickinson, Secretary to the  
Legislative Council  
(515) 281-3566

Organizational staffing provided  
by: Richard Johnson, Legal  
Services Division Director  
(515) 281-3894

Minutes prepared by: Ed Cook,  
Senior Legal Counsel  
(515) 281-3994

- I. Procedural Business
- II. Budget and Personnel Reports
- III. Materials Filed With the Legislative Services Agency



## Service Committee of the Legislative Council

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### I. Procedural Business

**Call to Order.** Temporary Chairperson Speaker Kraig Paulsen called the July 18, 2013, meeting of the Service Committee of the Legislative Council to order at 10:08 a.m. in Room 22 of the State Capitol.

**Committee Business.** Upon motion by Senator Pam Jochum, the committee elected, by voice vote, Speaker Paulsen as Chairperson and Senator Michael E. Gronstal as Vice Chairperson of the committee. Upon motion by Senator Jochum, the committee approved, by voice vote, the minutes from the June 28, 2012, meeting of the committee.

**Adjournment.** The meeting was adjourned at 10:15 a.m.

### II. Budget and Personnel Reports

The committee received the proposed fiscal year 2014 budget and annual personnel report, including proposed promotions and changes to the employee handbook of policies and procedures concerning the Capitol Tour Guides, for the Legislative Services Agency. The committee also received the proposed fiscal year 2014 budget and annual personnel report, including proposed promotions and a reclassification of the intern position from grade 19 to grade 17, for the Office of Ombudsman. Upon motion by Senator Bill Dix, the committee, by voice vote, recommended that the Legislative Council approve the proposed fiscal year 2014 budgets and the annual personnel reports of the Legislative Services Agency and the Office of Ombudsman.

Mr. Glen Dickinson, Director of the Legislative Services Agency, recommended that the grade classification of editor/supervisor positions for employees in the Computer Services Division be increased from grade 36 to grade 39, which is the same grade level for similar positions within the Legal Services Division and Fiscal Services Division. Upon motion by Senator Gronstal, the committee, by voice vote, recommended that the Legislative Council approve the reclassification of editor/supervisor positions for employees in the Computer Services Division from grade 36 to grade 39 and authorize the filling of the positions.

Senator Gronstal described an issue of salary compression regarding the Director of the Legislative Services Agency and employees in other management positions within the agency. Senator Gronstal noted that additional salary compression discussions should take place in order to determine if it would be effective to set top manager salaries at a particular grade and step level for the future. He recommended that an immediate action should be to increase the Director's annual salary effective with the next pay period. Upon motion by Senator Gronstal, the committee, by voice vote, recommended that the Legislative Council increase the annual salary of the Director of the Legislative Services Agency to \$139,568, effective beginning July 19, 2013.

### III. Materials Filed With the Legislative Services Agency

Proposed fiscal year 2014 budgets and annual personnel reports from the Legislative Services Agency and the Office of Ombudsman.